



International Organization for Migration (IOM)
The UN Migration Agency

VN 2024 / F / 009

Open to Internal and External Candidates

Position Title : **National Monitoring Evaluation and Learning (MEL) Officer**
Duty Station : **Tangier, Morocco**
Classification : **NO/A**
Type of Appointment : **Fixed term, one year with possibility of extension**
Estimated Start Date : **As soon as possible**

Closing Date : **September 5th, 2024**

Established in 1951, IOM is a Related Organization of the United Nations, and as the leading UN agency in the field of migration, works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants. IOM has been present in Morocco since 2001, and opened the mission in Rabat in 2007.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

Context:

Under the overall supervision of the Chief of Mission (CoM) of Morocco Country and direct supervision of the Chief of Party (COP)/Head of Sub-Office, and in close coordination with the National Monitoring and Evaluation Officer at the Country Office and relevant Units at Headquarters, the National MEL Officer will be responsible for supporting all aspects of projects/programs/strategy Monitoring, Evaluation and Learning (MEL), as well as reporting requirements.

Core Functions / Responsibilities:

1. Participate in the establishment of and implement the programs/Sub-Office MEL strategy while taking into account IOM and donor MEL requirements.
2. Coordinate collection, maintaining, and analyzing of various data for MEL activities.
3. File and compile reports that will be produced for the projects/programs/strategy and keep track of reporting schedules in line with the donor/UNCT reporting

- requirements as well as IOM's institutional reporting such as the Institutional Questionnaire (IQ).
4. Identify specific program research, assessment and evaluation needs and coordinate with the COP/Head of Sub-Office the need for specialized resources to carry out complex MEL operations such as mid-term and final evaluations.
 5. Coordinate specific monitoring and reporting exercises as assigned. Monitor report endorsement procedures with the required endorsement entities.
 6. Liaise with the donor's/UNCT Monitoring Team(s) accompanying the project/programme/strategy implementation to document identified issues.
 7. Conduct preliminary analysis of findings of monitoring and evaluation exercises. Draft specific inputs as assigned for the development of the internal mission guidance on feedback mechanisms and accountability.
 8. Keep track of the status of indicators that were set for the project/program/strategy, including IOM Strategic Results Framework (SRF) indicators and Donor objectives.
 9. Flag and bring to the attention of the COP/Head of Sub-Office, delays or challenges regarding data quality or compliance issues with the IOM, donor, or partners MEL requirements.
 10. Coordinate specific field monitoring missions as assigned to support data collection according to the monitoring plans and tools and risk monitoring processes.
 11. Coordinate with Implementing Partners and Institutional Partners, provide them with adequate support and monitor their compliance with programs/Sub-Office MEL requirements and agreements.
 12. Provide administrative backstopping support for the COP/Head of Sub-Office, Heads of technical units, as well as the Grants unit.
 13. Coordinate with the National Communication Media Literacy Officer specific MEL elements to ensure timeliness and accuracy of programs/Sub-Office information in publications and in all communication, tools designed for internal and external audiences.
 14. Prepare inputs for project/initiative development according to specific needs and situation analysis in accordance with IOM standards for project development and related M&E and RBM policies and guidance, in close coordination with the COP/Head of Sub-Office Keep abreast of developments in IOM's Evaluation and Monitoring and Results-based Management (RBM) functions to ensure compliance with IOM strategies and institutional monitoring and reporting requirements, including for the SRF, the IQ, PRIMA and other M&E frameworks and planning tools.
 15. Perform such other duties as may be assigned.

Required Qualifications and Experience

Education

- Master's degree in international relations, Political or Social Sciences, Business or Public Administration, Law or a related field from an accredited academic institution; or,
- University degree in the above fields with two years of relevant professional experience.

Experience

- Significant experience in MEL and reporting in alignment with donor's/UN requirements, especially USAID;
- Significant experience in application of IOM/UN rules, regulations and procedures; and,
- Experience with project development and donor liaison, especially USAID.

Skills

- Strong reporting, writing and research skills, preferably related to MEL;
- Knowledge of USAID MEL systems and requirements
- Excellent communication and analytical skills;
- Demonstrated knowledge of development of data collection tools, their administration and evaluation techniques and practices;
- Strong interpersonal and teamwork skills; and,
- Proven ability to establish and maintain effective working relationships with people of diverse cultural and national backgrounds.

Languages

For this position, fluency in French and English is required (oral and written). Working knowledge of Arabic is highly desirable.

Required Competencies

The incumbent is expected to demonstrate the following values and competencies:

Values - all IOM staff members must abide by and demonstrate these three values:

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 2*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.

- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Managerial Competencies – behavioural indicators *level 2*

- Leadership: provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization's vision; assists others to realize and develop their potential.
- Empowering others & building trust: creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.
- Strategic thinking and vision: works strategically to realize the Organization's goals and communicates a clear strategic direction.

Other

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment and verification of residency, visa and authorizations by the concerned Government, where applicable.

Only candidates residing in either the country of the duty station or from a location in a neighbouring country that is within commuting distance of the duty station will be considered. In all cases, a prerequisite for taking up the position is legal residency in the country of the duty station, or in the neighbouring country located within commuting distance, and work permit, as applicable.

How to apply:

Interested candidates are invited to submit their applications (CV/Resume + Cover Letter + 2 referees "current and previous direct supervisors") to iomrecrutetanger@iom.int, by September 5th, 2024 at the latest, referring to this advertisement. The application email subject should be « **National Monitoring Evaluation and Learning (MEL) Officer - FORSATY Plus**».

In order for an application to be considered valid, IOM only accepts online profiles duly completed.

Only shortlisted candidates will be contacted.

Posting period:

From 23.08.2024 to 05.09.2024